



Wichita Police Department Policy Manual

Approved by: _____

Policy 704 - Interwatch Summary/Detective Notes

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Maintained by:
Information Services Unit

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- 704.01 Any Department member who has an account with the City of Wichita Data Center Computing System and a "Browser only" authorization on the "Police Secure Portal Site" can access the Interwatch Summary, for reading and/or printing. However, the ability to make additions, deletions, or modifications to the Interwatch Summary is limited to those members whose Police Secure Portal Site account grants them the ability to do so.

MANDATORY INTERWATCH ITEMS:

- 704.02 The following incidents are considered mandatory for placement on the Interwatch Summary:

- A. All cases involving a human death;
- B. Robberies;
- C. All sex crimes;
- D. Child abuse cases;
- E. Aggravated assaults;
- F. Assaults on members of the Department;
- G. Discharge of a firearm by an officer;
- H. All felony arrests made for Part 1 crimes;
- I. Burglaries or thefts which involve a sizable loss or unusual circumstances;
- J. Accidents which involve WPD vehicles;
- K. Major disturbances; and
- L. Domestic violence pickups.

- 704.03 In addition to those items listed in Section 704.02, a member of the Wichita Police Department may request, and must receive approval from a Supervisor, to place onto the Interwatch Summary any item that he/she considers to be of interest to other members of the Department.

- 704.04 Items may be placed onto the Interwatch Summary by any Department member whose Data Center Computing System account allows him/her to access the "update" section of the "Police Interwatch" menu. However, strict compliance with Section 704.03 is mandatory for the member making the entry.

- 704.05 For members of the Department who do not have access to the Data Center Computing System, authorized information which the member wishes to place onto the Interwatch Summary may be given to any member who has access to the Police Interwatch "update" function, or it may be given to the Badge-on-the-Floor of any Sub-Station, who shall expeditiously relay the information to a Department member who has access to the Police Interwatch "update" function; he/she shall then place it onto the Interwatch.

- 704.06 No editorial or humorous comments shall appear on the Interwatch Summary. Copies of this document are sent to the City Manager's Office and to other agencies.

REQUIRED INFORMATION FOR AN INTERWATCH ITEM:

- 704.07 Information to be included in any Interwatch Summary item which concerns a criminal incident:

- A. Incident classification;
- B. Victim's name, age, race, sex and home address;
- C. Time, date and place of incident occurrence;
- D. Synopsis of the incident;
- E. Name, age, race, sex, home address and any other pertinent information on the suspect(s) involved, whether arrested or not;
- F. Full physical description of suspect(s), if he/she/they is (are) unidentified.

- 704.08 The purpose of the Interwatch Summary is to disseminate all types of information to members of the Wichita Police Department. Release of Interwatch Summary items to any person other than a member of the Wichita Police Department shall be in accordance with Policy 712-Security of Records Information and Policy 706-News Media Relations.
- 704.09 Members of the Records Bureau shall ensure that copies of the Interwatch Summary are made each day so that all Department members can avail themselves of its information.

DETECTIVE NOTES

- 704.10 A member of the Wichita Police Department may place onto the Detective Notes Summary any item that he/she considers to be of interest to other members of the Department. Items for the Detective Notes Summary should include information which may assist officers in the field, and other areas of the Department, in learning about persons who may be involved in criminal activity. Information which does not rise to the level of an Interwatch item may be placed on the Detective Notes.
- 704.11 The Detective Notes Summary is not to be distributed other than to law enforcement personnel and it may contain information which has not been confirmed beyond a reasonable doubt. Reasonable care should be exercised to keep information contained on the Detective Notes Summary confidential. While not as structured as the Interwatch; members are expected to maintain professionalism in placing items on the Detective Notes.